Jury Evidence Recording System (JERS)

Exhibit Naming Conventions

Plaintiff(s)/Government: (Exhibit name(s) begin with numerical characters)

General Format: **\<exhibit number\> - \<exhibit part\>_\<exhibit description\>.\<file extension\>**

Examples:

- Documents: "1_2009 Financial Statement.pdf"   "2_2010 Financial Statement.pdf"
- Pictures: "3_Picture of Suspect.jpg"   "3-a_Picture Suspect Close Up.gif"
- Audio: "4_Phone Conversation 1.mp3"   "4-a_Phone Conversation 2.wav"
- Video: "4-b_Suspect in Store.wmv"   "4-c_Suspect carrying TV.mpg"

Defendant(s): (Exhibit name(s) begin with alpha characters)

General Format: **\<exhibit number\> - \<exhibit part\>_\<exhibit description\>.\<file extension\>**

Examples:

- Documents: "A_2009 Financial Statement.pdf"   "B_2010 Financial Statement.pdf"
- Pictures: "C_Picture of Suspect.jpg"   "C-1_Picture Suspect Close Up.gif"
- Audio: "D_Phone Conversation 1.mp3"   "D-1_Phone Conversation 2.wav"
- Video: "D-2_Suspect in Store.wmv"   "D-3_Suspect carrying TV.mpg"

PLEASE NOTE:

- **All exhibits shall be described using neutral and non-adversarial terms.
  The exhibit description field is limited to 200 characters.**

- **For any exhibit that is marked for identification, <u>do not</u> include "(ID)" in the exhibit number <u>or</u> description of the JERS copy.**

- **While exhibit stickers are used <u>for paper/physical exhibits</u>, the electronic exhibits provided for use in JERS should <u>not</u> display the exhibit numbering stickers. The exhibit description given to the electronic version replaces the use of exhibit stickers.**